

**CLASSIFICATION: Business and Noninstructional  
Operations**

**ADOPTED: 3/22/72  
REVISED: 9/13/95  
REVIEWED: 12/14/16**

**SUBJECT: Official Travel, Payment for**

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The County Superintendent of Schools shall maintain a system to authorize official travel and to permit designated staff to fulfill authorized assignments away from their regular work sites. This system may include the availability of fleet vehicles, use of a designated travel agent, and provisions for mileage reimbursement ~~rate~~ for use of private vehicles. The system shall provide a claims process for payment of actual and necessary traveling expenses.

The County Superintendent of Schools shall maintain an administrative regulation for implementation of this policy.

**Administrative Regulation Nos.: 3541, 3542**

**Derivation: Former Board Policy No. 4183, Adopted, March 22, 1972. Amended, Renamed, and Renumbered 3540, 9/13/95. Technical Revision 12/14/16.**

**Board Policy No. 4184, Official Transportation, Adopted 12/13/78. Repealed 9/13/95.**

**Legal Reference: Education Code  
1081**